

Ecosystem Roundtable Preliminary Draft Operating Procedures

Mission

The Ecosystem Roundtable is a stakeholder forum established as a subgroup of the Bay-Delta Advisory Council (BDAC). Its mission is to provide advice on the coordination of existing and anticipated state and federal habitat restoration programs. Specifically, the Ecosystem Roundtable will provide advice on:

- Development of an annual integrated planning process,
- Establishment of annual and multi-year workplans to set priorities for ecosystem restoration,
- Method and procedures for an integrated process to develop specific programs and projects to address the priorities in the workplans, and
- Evaluation criteria that can be used to rate projects and programs.

Ecosystem Roundtable Organization

The Ecosystem Roundtable is a subgroup of BDAC and will provide its recommendations to BDAC and CALFED as appropriate. CALFED will consider this advice in making decisions on ecosystem restoration projects and programs. Administrative support for the Ecosystem Roundtable will be provided by the CALFED Bay-Delta Program and the Restoration Coordinator.

Membership

The membership on the Ecosystem Roundtable should represent a broad cross-section of stakeholders interested in and affected by habitat restoration activities in the Bay-Delta watershed.

Members - The Ecosystem Roundtable should consist of no less than sixteen nor more than twenty-two members covering a variety of policy, financial, regulatory, and technical aspects of restoration activities.

Duties of members - Members should regularly reach out to their caucus or constituents to provide them information on the activities of the Ecosystem Roundtable and to discuss issues that are before the Ecosystem Roundtable.

Chair and Vice-Chairs - The chair of the Ecosystem Roundtable shall be appointed by the chair of BDAC and will be assisted by two vice-chairs. The role of the chair will be to run the

meetings, and they can appoint a vice-chair to fulfill this function if they are not available. The chair and vice-chairs will also assist with planning for meetings.

Terms of office - Members of the Ecosystem Roundtable shall serve until BDAC is disbanded. The Ecosystem Roundtable may also be disbanded in advance of BDAC being disbanded if a long-term permanent organization is developed to implement the Ecosystem Common Program for the CALFED Bay-Delta Program and it includes an acceptable stakeholder input process.

Alternates - Official alternate members may be appointed for Ecosystem Roundtable members. They must be from the same organization as the Roundtable member to ensure they are free of any conflicts of interest. Alternates may attend in place of a member and may take part in discussions and decisions on items. However, alternates can not be counted towards a quorum for action to be taken by the Ecosystem Roundtable.

Ecosystem Roundtable Meetings

Frequency of Meetings - The Ecosystem Roundtable shall meet at least quarterly or more frequently at the call of the chair with the advance approval of the Bay-Delta Program Executive Director and the Restoration Coordinator. Agendas will be developed by the Restoration Coordinator and must be approved by the chair and vice-chairs.

Meeting Notice - All meetings of the Ecosystem Roundtable shall be conducted according to Robert's Rules of Order. Each meeting shall be called to order and adjourned by the chair or vice-chair. The Restoration Coordinator shall attend each meeting.

Quorum - A quorum, defined as a majority of the members of the Ecosystem Roundtable, is necessary for the transaction of business.

Decision-Making and Recommendations - The Ecosystem Roundtable will strive to operate by consensus. However, if any recommendation is not unanimous, members will have the opportunity to relay a dissenting opinion to BDAC and CALFED by providing a minority report which will accompany any formally adopted recommendations.

Records and Reports

Minutes and Summary Reports - A meeting summary will be prepared for each meeting that includes any recommendations or actions taken by the Ecosystem Roundtable. It will be distributed to members, CALFED, and others on request. Detailed minutes of each meeting will be available at the Program office.

Reports to BDAC and CALFED - The Ecosystem Roundtable will forward recommendations for projects and programs to BDAC and to CALFED, as appropriate, on at least an annual basis.

Effect and Amendment

These operating procedures shall take effect upon an affirmative vote of 3/4 of the Ecosystem Roundtable members. Any amendments to these procedures will be effective upon an affirmative vote of 3/4 of the members.